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Form 7

COLCHESTER PUBLIC SCHOOLS

FACILITY USE APPLICATION PROCEDURE

CHECKLIST

(Please be sure to include only those items required)

		REQUIRED	COMPLETED
1.	Application Form	_____	
2.	Indemnification and Release Form	_____	
3.	List of Organization's current Officer/Board of Directors (include address and phone)	_____	
4.	Certificate of Insurance	_____	
5.	Fire Marshall Layout Approval	_____	
6.	Activity Safety Report	_____	
7.	Fee (checks only, paid to the Treasurer, Town of Colchester)	_____	
8.	Copy of Organization's Charter/Bylaws	_____	